FACILITIES MANAGEMENT

FACILITIES MANAGEMENT | UNIVERSITY OF SOUTH FLORIDA
4202 E. FOWLER AVENUE, OPM 100 | TAMPA, FLORIDA 33620-7550

PMG-31

EDITION: APRIL 12, 2019
PHONE: (813) 974-2845

BUILDING ACCESS AUTHORIZATION REQUEST FOR CONSTRUCTION

TEMPORARY USF ID CARD BUILDING ACCESS FOR CONTRACTORS AND CONSULTANTS.

EMAIL COMPLETED FORM TO **USF INFORMATION TECHNOLOGY:** IT-Security@usf.edu

USF INFORMATION TECHNOLOGY WILL NOTIFY THE CONTRACTOR DIRECTLY WHEN THE USF ID CARD IS READY TO BE PROCESSED.

---

1 USF BUILDING OR LOCATION TO BE ACCESSED:

PROJECT:

FOR USE: ☐ CONSTRUCTION ACCESS (RENOVATION OF OCCUPIED BUILDING)   DATE:

SELECT ✔   ☐ POST OCCUPANCY (PUNCHLIST COMPLETION / WARRANTY PHASE)

BUILDING: ROOM (S):

DURATION: DESIRED ISSUE DATE/TIME: ANTICIPATED RETURN DATE/TIME:

---

2 IDENTIFICATION / ENDORSEMENT / NOTIFICATION

A. REQUESTOR INFORMATION: (USF-PM)

DATE: DEPARTMENT:

NAME: PHONE:

USF ID: EMAIL:

USF-PM ATTEST THE CONTRACTOR IS UNDER CONTRACT WITH USF AND REQUIRES TEMPORARY CONSTRUCTION ACCESS TO USF FACILITY DESCRIBED ABOVE.

SIGNATURE /DATE

B. SPONSOR INFORMATION: (REQUIRED FOR OCCUPIED BUILDING OR POST-OCCUPANCY ACCESS)

DATE: DEPARTMENT:

NAME: PHONE:

USF ID: EMAIL:

C. BUILDING MANAGER: SPONSOR IS BUILDING MANAGER: ☐ YES (IF YES, LEAVE THIS SECTION BLANK)

DATE: DEPARTMENT:

NAME: PHONE:

USF ID: EMAIL:

D. CONTRACTOR INFORMATION:

LAST NAME:

FIRST NAME, MIDDLE INITIAL:

DATE-OF-BIRTH:

PHONE NUMBER: *

EMAIL: **

NETID NAME PREFERENCE:

TYPE OF USF-ID CARD:

E. DISTRIBUTION/NOTIFICATION:

☑ USF-IT: **IT-Security@usf.edu**

☑ FM-OPS: **bpagan@usf.edu**

☐ BLDG. MAN.

☐ CONTRACTOR:

☐

☐

☐

---

*   **WARNING:** AN IT SECURITY TEAM MEMBER WILL CONTACT THE CONTRACTOR TO OBTAIN THE SSN. USF IS REQUIRED UNDER FLORIDA LAW TO PROVIDE WRITTEN NOTICE TO PERSONS SUBMITTING SOCIAL SECURITY NUMBERS OF THEIR POTENTIAL USES BY USF. DO NOT SEND THIS SENSITIVE INFORMATION IN AN EMAIL.

**   **UPON SUBMISSION OF FORM EMAIL TO USF-IT SECURITY (IT-Security@usf.edu).**
      ONCE IT-SECURITY PROCESSES THE REQUEST, CONTRACTOR WILL BE SENT AN EMAIL WITH THE **RESERVED-NETID** AND **ACTIVATION-CODE**. THE CONTRACTOR SHOULD THEN VISIT **HTTPS://NETID.USF.EDU** TO "ACTIVATE" THEIR RESERVED "USF NETID" USING THEIR "PERSONAL CODE". IF THEY NEED HELP, THEY CAN CONTACT THE HELPDESK. **HTTP://WWW.USF.EDU/IT/**

*** **CAMPUS SERVICE CONTRACTORS** UNDER CURRENT CONTRACT WITH USF MAY RETAIN THE **NETID NAME** AND **USF-ID CARD**; AND REACTIVATE BUILDING ACCESS FOR CONSTRUCTION PHASE DURATION OF ACTIVE PROJECTS USING FORM PMG-31A BUILDING ACCESS CONTINUATION.